

# WOTC LiveFile User Guide

*For Employers and Employer Consultants*

Version 4.0

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# Chapter 1    WOTC Overview

The Work Opportunity Tax Credit (WOTC) is a federal tax credit available to employers who hire individuals from eligible target groups with significant barriers to employment. WOTC LiveFile is an online system that allows employers and employer consultants to apply for and manage WOTC applications and certifications, and allows state workforce agencies (and other participating agencies) to administer the WOTC program.

WOTC applications can only be approved if the employee meets the criteria for one or more WOTC target groups. The IRS and United States Department of Labor (USDOL) have defined these target groups and their criteria. For more information about the WOTC program, visit the USDOL website, [www.doleta.gov](http://www.doleta.gov).

## Needs Letters

When WOTC officers determine that supporting documentation is necessary to approve a WOTC certification application, they issue a "Needs" letter, listing the items the employer or consultant must submit for application approval.

## Certifications

Employer applications that meet WOTC eligibility requirements are awarded a WOTC certification. There are two types of certifications: "normal" certifications and conditional certifications.

### **Certification (IRS 8850 Form and ETA 9061 Form)**

In the normal process for certification, the employer or consultant uses information provided by the job applicant to complete and submit the IRS 8850 form. Next, the employer or consultant completes and submits the ETA 9061 form.

### **Conditional Certification (IRS 8850 Form and ETA 9062 Form)**

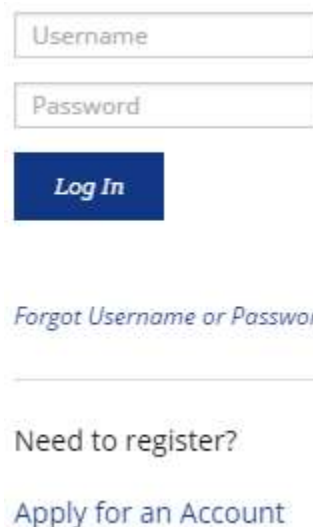
As an incentive for employers to hire persons meeting the eligibility requirements for at least one WOTC target group, participating agencies provide these potential employees with Conditional Certifications. During this process, the information for an ETA 9062 form is completed by a WOTC participating agency. The ETA 9062 form takes the place of the ETA 9061 form that employers are normally required to complete for a WOTC application. The employer or consultant will still need to complete the IRS 8850 form.

## Chapter 2 Accessing the System

### Log In

WOTC LiveFile is an online system. To access the system, you must have an approved employer or consultant user account. For instructions on applying for an account, please refer to the WOTC LiveFile User Guide – Applying for an Account.

Once you have received your account approval verification email, click the link provided in the email, or copy and paste it into your browser and click the [Enter] key. The WOTC Login page displays. To log in, type your username and password into the Approved User Login area and click **Login**.



The login form consists of two text input fields: 'Username' and 'Password'. Below these fields is a blue button labeled 'Log In'. Underneath the button is a link that reads 'Forgot Username or Password'. A horizontal line separates this from another link that reads 'Need to register?'. At the bottom of the form is a link that reads 'Apply for an Account'.

Your username is the email address you provided during account creation. Your password is the password you provided during account creation. If you have forgotten your password, see [Retrieve Forgotten Password](#). **IMPORTANT:** After 3 incorrect password attempts, your account will be locked. To unlock your account, contact your WOTC representative.

### Employer Selection (Consultants Only)

Upon logging in or after clicking "Select a Different Employer" in the Employer Tasks Quick Links, consultants are presented with a list of employers with whom they are authorized to work. The list contains identifying information for each employer (FEIN and Employer Name), Power of Attorney (POA) information (Start and End Dates and Active/Inactive status), and whether the employer has been issued "Needs" letters ("Has Needs").

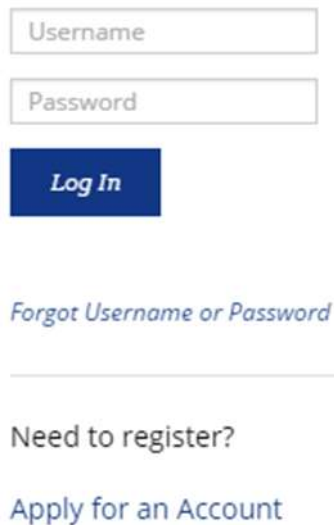
As per federal regulations, consultants must submit current POA information to WOTC offices in order to carry out business for employers. The "Date Start," "Date End," and "Status" fields indicate whether the WOTC office needs to be notified of updated POA information. The Status must be "Active" for the consultant to work with the employer.

To work with an employer, click “Work on this Employer.” The Employer Menu page for that employer displays. See [Navigating the Employer Menu](#) for more information.

	FEIN	Employer Name	Date Start	Date End	Status	Has Needs
<a href="#">Work on this Employer</a>	453691064	ServiceLink Management Company	01/01/2012	12/31/2015	Active	

## Retrieve Forgotten Password

1. If you have forgotten your password, click the “here” link below the Login button.



Username

Password

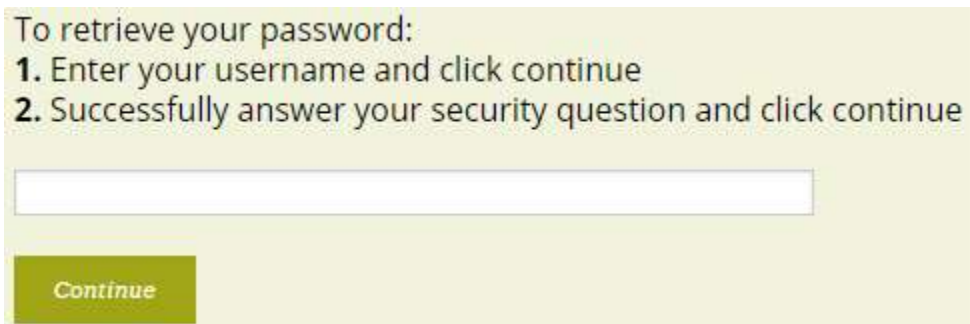
**Log In**

[Forgot Username or Password](#)

Need to register?

[Apply for an Account](#)

2. Type your email address in the text box and click **Continue**.



To retrieve your password:

1. Enter your username and click continue
2. Successfully answer your security question and click continue

**Continue**

3. Type the answer to your security question and click **Continue**.

To retrieve your password:

1. Enter your username and click continue
2. Successfully answer your security question and click continue

kendal@employerconsultant.com

Favorite Color

**Continue**

4. A temporary password will be sent to the email address you specified. After you receive the temporary password email, navigate to the WOTC Login page and use the temporary password to log in. After clicking the Login button, you will be prompted to change your password.

**PASSWORD CHANGE**

PLEASE ENTER YOUR EMAIL ADDRESS, PREVIOUS PASSWORD AND NEW PASSWORD AND CLICK THE SAVE BUTTON.

Email Address:

Old Password:

New Password:

**Change Password**

5. Type your email address. In the Old Password text box, type the temporary password. In the New Password box, type your desired password. When you are finished, click **Change Password**. This logs you into the system.

## Change Password

Periodically, you will be required to change your password for security purposes. Type your email address and old (current) password into the appropriate text boxes. As you type your new password, you will be prompted to type any special requirements. When you are finished, click **Change Password**. This logs you into the system.

**PASSWORD CHANGE**

PLEASE ENTER YOUR EMAIL ADDRESS, PREVIOUS PASSWORD AND NEW PASSWORD AND CLICK THE SAVE BUTTON.

Email Address:

Old Password:

New Password:

**Strength: Moderate**

1 symbol characters

**Change Password**

## Chapter 3 Navigating the Employer Menu

The Employer Menu page is divided into Employer Tasks, Employer Dashboard, Employer Information, and (for consultants only) the Employer List. The employer and consultant views of the Employer Menu page vary slightly.

The screenshot shows the 'Employer Tasks' section of the Kansas Works WOTC portal. The header includes the Kansas Works logo, Kansas CertLink, and WOTC. The user is logged in as '000000000 Church's Chicken'. The 'EMPLOYER TASKS' section lists actions like 'Search for an existing application', 'Add a new application', and 'Search for a conditional certification'. The 'EMPLOYER DASHBOARD' shows application statistics. The 'EMPLOYER INFORMATION' box displays the employer's details and a note about the current POA. A list of tips is provided on the right, and a link to 'WOTC Forms' is at the bottom.

**KANSASWORKS** **Kansas CertLink** **WOTC** CONTACT US | [austin@employer.co...](mailto:austin@employer.co...) | LOG O

**Employer Tasks**

000000000 Church's Chicken

### EMPLOYER TASKS

What would you like to do?

- Search for an existing application
- Add a new application
- Search for a conditional certification
- Edit current Employer address
- Batch Import

### EMPLOYER DASHBOARD

The total number of applications

- certifications that need to be printed 1
- approved in the last 30 days 0
- denied in the last 30 days: 0
- rescinded approval in the last 30 days: 0
- still in draft and not submitted to WOTC: 8
- pending WOTC approval: 4
- approved: 1
- denied: 1
- rescinded approval: 0
- needs letters that need to be printed: 0

### EMPLOYER INFORMATION

000000000  
Church's Chicken  
329 East 4th  
Hutchinson, KS 67501  
Azad, Manager, N/A  
620-663-1721

There is no current POA for this employer.

- As a condition of using Kansas WOTC LiveFile, you are certifying original signed forms are on file supporting the information entered.
- By submitting electronic WOTC applications, you will no longer receive letters and certifications by USPS (Mail).
- This database is designed to recognize the Rural Renewal County (RRC) target group based on the birth date and zip code that is entered which auto generates the #4 or #6 on page 2 of the IRS 8850. If you receive a warning asking "Do you want to go back?", one of the following applies: 1) Birth date was not entered; 2) Age is outside the target group criteria, 3) Zip Code is not in an RRC. Failure to go back and correct the problem will result in an incomplete application submission and possibly an untimely filing of the IRS 8850 form.
- When submitting WOTC applications for the Rural Renewal County target group, you must enter a birthdate on page one of the IRS 8850 form, AND a #4 on page two next to the statement that begins: "If, based on the individual's age and home address, he or she is a member of group 4 or 6...". This must be done in order for the IRS 8850 form to be considered complete and timely.
- To attach documentation to an application, either 1) Attach the pdf file to the application when initially submitting the application, or 2) From the Search Page of an existing application, click "My Documents" and upload the pdf file.

[WOTC Forms](#)






### Employer Tasks Quick Links

The Employer Tasks area provides "quick links" to the WOTC functions most often used by employers and consultants. These links are only available on the Employer Menu page.



## EMPLOYER TASKS

What would you like to do?

-  [Search for an existing application](#)
-  [Add a new application](#)
-  [Search for a conditional certification](#)
-  [Edit current Employer address](#)
-  [Batch Import](#)

Employer Tasks Quick Links –  
Employer View



### *Employer Quick Links*

- **Search for an existing application:** Search for an application completed by the employer.
- **Add a new application:** Complete a new application online and submit it to the WOTC office.
- **Search for a conditional certification (ETA 9062 form):** Search for an employee conditional certification using the certification number and SSN.
- **Edit current Employer address:** Edit the employer information shown on the Employer Menu page and submit the changes to the WOTC office.
- **Batch Import:** Submit multiple WOTC applications at the same time using a CSV file. This feature is only available upon request. If you have a high volume of applications and IT staff to set up the necessary structures for batch import, contact your WOTC representative. Please refer to [Appendix – Batch Importing Applications](#) for instructions on how to access and use this feature.

### *Consultant Quick Links*

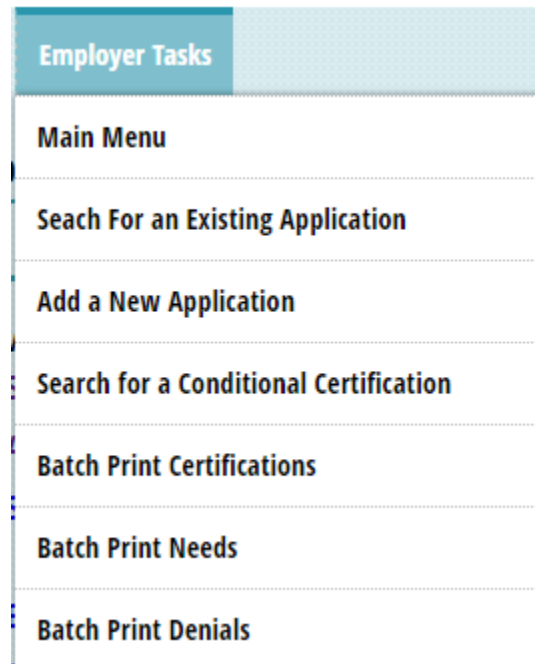
- **Search for an existing application:** Search for an application completed by the employer.
- **Add a new application:** Complete a new application online and submit it to the WOTC office.
- **Search for a conditional certification (ETA 9062 form):** Search for an employee conditional certification using the certification number and SSN.
- **Apply for access with an Employer:** Notify the WOTC office that you have obtained Power of Attorney for another employer. (Please refer to [Error! Reference source not found.](#) if you have difficulties applying for or creating an Employer record.)
- **Select a different Employer:** Return to the [Employer Selection](#) (Consultants Only) page to select a different employer with which to work.
- **Batch Import:** Submit multiple WOTC applications at the same time using a CSV file. This feature is only available upon request. If you have a high volume of



applications and IT staff to set up the necessary structures for batch import, contact your WOTC representative. Please refer to [Appendix – Batch Importing Applications](#) for instructions on how to access and use this feature.

## Employer Tasks Drop-Down

Additional functions are available to employers and consultants in the Employer Tasks drop-down menu in the top left corner of the page. The Employer Tasks drop-down menu is accessible throughout most of the WOTC system.

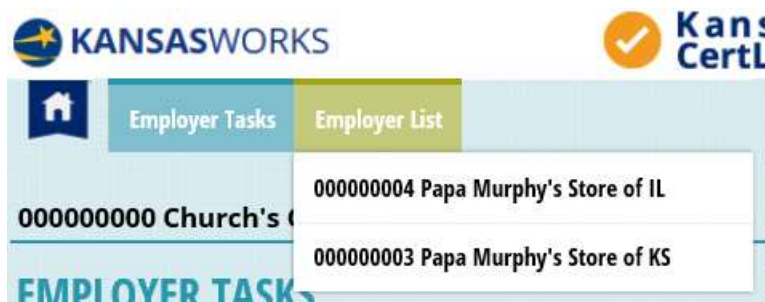


- **Main Menu:** Return to the Employer Menu page.
- **Search for an existing application:** Search for an application completed by the user.
- **Add a new application:** Complete a new application online and submit it to the WOTC office.
- **Search for a conditional certification (ETA 9062 form):** Search for an employee conditional certification using the certification number and SSN.
- **Batch Print Certifications:** Print approved WOTC certifications in PDF format.
- **Batch Print Needs:** Print PDF documents describing the documentation or information WOTC officers need ("Needs" Letters).
- **Batch Print Denials:** Print denied WOTC certifications (and the reasons why they were denied) in PDF format.

## Employer List Drop-Down (Consultant Only)

Consultants have an Employer List drop-down menu next to the Employer Tasks drop-down, which lists the employers with which the consultant is authorized to work. To work with a different employer, click the employer name in the Employer List drop-down. The Employer

List is an alternative to the “Select a different Employer” option in the Employer Tasks Quick Links. The Employer List is often the quicker option for consultants who are authorized to work with just a few employers. If you are authorized to work with hundreds of employers, the “Select a different Employer” option will likely be quicker.



## Employer Dashboard

The Employer Dashboard provides quick totals of items of interest to employers and consultants. Clicking an item opens the Application Search page, pre-filled with the appropriate search criteria.



- **Certifications that need to be printed:** The total number of certification applications approved by WOTC that have not yet been marked as printed.
- **Approved in the last 30 days:** The total number of certification applications approved by WOTC in the last 30 days.
- **Denied in the last 30 days:** The total number of certification applications denied by WOTC in the last 30 days.
- **Rescinded approval in the last 30 days:** The total number of approved certification applications that were rescinded in the last 30 days.

- **Still in draft and not submitted to WOTC:** The total number of certification applications in the system that are still in draft mode.
- **Pending WOTC Approval:** The total number of certification applications that are still pending WOTC approval.
- **Approved:** The total number of certification applications approved.
- **Denied:** The total number of certification applications denied.
- **Rescinded Approval:** The total number of certification applications rescinded.
- **Needs letters that need to be printed:** The total number of applications that are incomplete or need additional documentation for certification.

## Employer Information

As mandated by federal guidelines, employers and consultants must keep their Power of Attorney information up to date in order to apply for WOTC benefits. The Employer Information area of the Employer Menu page provides a reminder of the latest information you have provided. If the latest Power of Attorney documents are expired, you will not be able to enter new applications.

### EMPLOYER INFORMATION

000000000

Church's Chicken

329 East 4th

Hutchinson, KS 67501

Azad, Manager, N/A

620-663-1721






There is no current POA for this employer.

## Chapter 4 Adding New Applications



1. On the Employer Menu page, in the Employer Tasks section, click "Add a new application."






## EMPLOYER TASKS

What would you like to do?

-  Search for an existing application
-  Add a new application 
-  Search for a conditional certification
-  Edit current Employer address
-  Batch Import

- Complete the IRS 8850 online form. To print the instructions provided by the IRS, click "Form 8850 Instructions" in the top-right corner of the page. NOTE: When completing online forms in the WOTC system, use the [Tab] key to move to the next text box. Do NOT use the [Enter] key. Using the [Enter] key will result in lost data.

 KANSASWORKS  Kansas CertLink | WOTC [CONTACT US](#) | Hi [austin@employer.co...](#) | [LOG OUT](#)


 [Employer Tasks](#)    


000000000 Church's Chicken

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Form **8850**  
(Rev. March 2015)  
Department of the Treasury  
Internal Revenue Service

Pre-Screening Notice and Certification Request for  
the Work Opportunity Credit  
OMB No. 1545-1500

 [Form 8850 Instructions](#)



Enter information into the fields below directly from the paper form.

EMPLOYEE INFORMATION	
First Name	<input type="text"/>
Middle Initial	<input type="text"/>
Last Name	<input type="text"/>
Suffix	<input type="text"/>
Social Security Number	<input type="text"/>
Street Address of Employee	<input type="text"/>
City or Town	<input type="text"/> County <input type="text"/> State <input type="text" value="KS"/> ZIP Code <input type="text"/>
Telephone Number	<input type="text"/>
If you are under age 40, enter your date of birth (month, day, year) <input type="text"/>	

- When you are finished, click **Continue**.

- a. If the form is not properly completed, an error message will appear at the top of the page with instructions for correcting the needed items. Correct the items and click **Continue**.

Group Number	If, based on the individual's age and home address, he or she is a member of group 4 or 6 (as described under Members of Targeted Groups in the separate instructions), enter that group number (4 or 6).				
<input type="text"/>	(This value related to the individual's age and home address is filled automatically upon entering the applicant's ZIP code, date of birth, and "was hired" date. Please make sure your paper application reflects the same group number.)				
Date applicant:	Gave information	<input type="text"/>	Was offered job	<input type="text"/>	Was hired
				<input type="text"/>	Started job
					<input type="text"/>
<div style="text-align: center;"> <input type="button" value="Cancel"/> <input type="button" value="Delete"/> <input type="button" value="Continue"/> </div>					

4. Complete the ETA 9061/9062 online form. When you are finished, click **Continue**.
  - a. If the form is not properly filled out, an error message will appear at the top of the page with instructions for correcting the needed items. Correct the items and click **Continue**.

<b>U.S. Department Labor Employment and Training Administration</b> (Rev. August 2015)		<b>Individual Characteristics Form (ICF) Work Opportunity Tax Credit</b>		OMB No. 1205-0371 Expiration Date: August 31, 2018
<b>Enter information into the fields below directly from the paper form.</b>				
1. Control Number (For Agency use only)		2. Date Received (For Agency Use only)		
<b>EMPLOYER INFORMATION</b>				
3. Employer Name	4. Employer Address and Telephone	5. Employer Federal ID Number (EIN)		
Church's Chicken	329 East 4th Hutchinson, KS 67501 620-663-1721	000000000		
<b>APPLICANT INFORMATION</b>				
6. Applicant Name (Last, First, MI)	7. Social Security Number.	8. Have you worked for this employer before? <input checked="" type="radio"/> Yes <input type="radio"/> No		
Good, Johnny B	222-33-2233	If YES, enter last date of employment. <input type="text"/>		

5. If electronic supporting documentation needs to be submitted with this application, click **Browse** or **Choose File** to find the document and then click **Upload Document**. You may attach multiple documents. Once a document is attached, you are not able to delete it from the application.
  - a. To open an attached document, click **View or Download**.
  - b. To change the name of the attached document, click **Edit**.
  - c. After uploading all necessary documentation, click **Continue**.

Please attach any required supporting documentation.

Click the Browse button and find your document, then click the Upload Document button. Repeat this process for each required file.

Click Continue when you are finished uploading your documents.

Attach new document:

Document Name:

No file chosen

6. Type the name of the person submitting the application.
  - a. If the application is not ready for submission to WOTC, select "Draft" and click **Save**. You may edit the application later by doing a search for an existing application.
  - b. If the application is ready for submission to the WOTC office, select "Ready to be Sent." Select the box next to the statement "I certify that I have original signed forms on file supporting the information typed." Please note that you will be unable to modify this application after submission. Click **Save**.

Name of Person Submitting Application:

Application Status ☒ Draft

Your certification has already been **SAVED** to the database. **PLEASE DO NOT** attempt to add this record again because it would create a **DUPLICATE RECORD**.

Use **DRAFT STATUS** only if you are not ready to send this to WOTC for approval. After selecting "Draft" you will be redirected to the main menu. You can find this certification request in the database by selecting "Search for an existing application " from the main menu.

☐ Ready to be Sent

Submit application to: KS

☐ I certify that I have original signed forms on file supporting the information entered.

Under penalties of perjury, I declare that the applicant provided the information on this form on or before the day a job was offered to the applicant and that the information I have furnished is, to the best of my knowledge, true, correct, and complete. Based on the information the job applicant furnished on page 1, I believe the individual is a member of a targeted group. I hereby request a certification that the individual is a member of a targeted group.

7. Carefully read the submission confirmation message to ensure no other steps are necessary. A red message indicates an urgent warning.
  - a. If the user desires to view the application, it will be in "Pending" status.
  - b. For a list of required documentation, click **Needs/Denial Letter**.



- i. You can upload documentation to the application on this same screen by clicking **Upload Documents**.
- c. To save or print a PDF Proof-of-Submission Letter for your records, click **Proof of Submission**.

**Your application was successfully submitted.**

Please make sure to send your supporting documentation to WOTC as soon as possible for approval of this application. Additional supporting documentation may be uploaded using the MY DOCUMENTS button on the application search screen, faxed to 7853687108 or mailed to WOTC.

**Employee:** Good, Johnny B

**Status:** Pending

[Continue](#)[Take me back to edit the 8850 Form.](#)[Required Documentation](#)[Proof of Submission](#)[Upload Documents](#)

## Application Status

Each application is assigned a status, which refers to where the application currently is in the WOTC processing cycle.

The application statuses are as follows:

1. **Employer Draft:** Incomplete and not yet submitted.
2. **Pending:** Submitted, but not yet processed.
3. **Hiatus:** Submitted, but not yet processed due to state or federal mandates. For example, the sunset of a target-group's enabling legislation and the expectation of new legislation to renew it.
4. **Approved:** A processed application that has been certified.
5. **Denied:** A processed application that has been assigned a reason for denial. If the application was denied on the basis of insufficient supporting documentation and the employer or consultant submits documentation proving eligibility, a WOTC officer is able to change the status of the application from "Denied" to "Approved."
6. **Rescinded Approval:** A processed application that was certified, but is later determined to have been ineligible. In this case, the application's approval is rescinded.



## Chapter 5 Searching for an Application

1. On the Employer Menu page, in the Employer Tasks section, click "Search for an existing application."



2. Type or select the desired search criteria. You can search using partial information. For example, typing "ch" into the "First Name" text box will return all applications where the first name begins with "ch."
3. To view all new activity (status changes) during a date range, type the start date in the "Status Change Date" box and type the end date in the "through" box or select a date range.

First Name:	<input type="text"/>	Last Name:	<input type="text"/>	SSN:	<input type="text"/>	
Status:	<input type="text"/>					
Status Change Date:	<input type="text"/>	through	<input type="text"/>	- OR -	<input type="text" value="Select a Date Range"/>	
					<input type="button" value="Clear"/>	<input type="button" value="Search"/>

4. Review your search results. Several documents (HTML form and PDF) are available from the search results page.
  - a. To open the online IRS 8850 Form, in the Form column, click "Form 8850."
    - i. Submitted applications are read-only (cannot be edited).
    - ii. Applications that have **not** been submitted may be edited.
  - b. To add or view supporting documentation to applications that have **not** been approved or denied, click "My Documents."
  - c. To generate a PDF letter enumerating all documentation necessary for certification, click "Req Docs."
  - d. To generate a PDF copy of the Proof of Submission Letter, click "Sub Letter."
  - e. To generate a PDF copy of the current application's IRS 8850 form, click "Form 8850."
  - f. To generate a PDF copy of supporting documentation required for certification, click "Needs."

- g. To generate a PDF copy of the ETA 9062 form, click "Form 9062." This is only available for applications that began as Conditional Certifications.

▼ Employee	Certification No.	Birthdate	Status Change Date	Start Date	Status	Form 8850	Documents
Good, Johnny B	2016-05-00001		05/12/2016	02/06/2016	Pending	<a href="#">Form 8850</a>	<a href="#">My Documents</a> <a href="#">Req Docs</a> <a href="#">Sub Letter</a> <a href="#">Form 8850</a> <a href="#">Needs</a>

## Chapter 6 Searching for Conditional Certifications

Conditional Certifications are created by participating agencies for employees that fit the criteria for certain target groups. This Conditional Certification is given to the employee.

When a company employs a person with a Conditional Certification, the employer or consultant should perform a search using the Certification Number (printed on the Conditional Certification) and Social Security Number for the employee.

1. On the Employer Menu page, in the Employer Tasks section, click "Search for a conditional certification."



2. Type the employee's Certification Number and Social Security Number. Click **Search**.

A screenshot of a search form. It has two input fields: "Certification No:" and "SSN:". To the right of the "SSN:" field are two buttons: "Clear" and "Search".

3. Review the search results. If the correct employee was found, you have the following options:
  - a. To edit values on the 8850 form and provide required employment information (wage and occupation) in pursuit of submitting a WOTC application, click "Edit Form 8850."
  - b. To generate a PDF version of the 9062 form, click "View Form 9062." Because a 9062 form has already been filled out by a participating agency, the employer or consultant does not need to type a 9061 form (which is generally required for WOTC applications).

## CONDITIONAL CERTIFICATIONS

You can search for conditional certifications by entering the control number located in Box 2 of the Conditional Certification and SSN printed on the paper forms received from your employee.

Both certification number AND SSN are required to view a conditional certification.

Certification No:

SSN:

Clear

Search

▼ Employee

Certification No.

Status

Form 8850

Form 9062

No records meet your criteria.

## Chapter 7 Batch Printing Letters

1. To print multiple letters at one time, choose the type of certification you want to print from the options below:
  - a. Certification Letters
    - i. Click "certifications that need to be printed" in the Employer Dashboard (on the Employer Menu page) or "Batch Print Certifications" in the Employer Tasks drop-down menu.
  - b. "Needs" Letters
    - i. Click "needs letters that need to be printed" in the Employer Dashboard (on the Employer Menu page) or "Batch Print Certifications" in the Employer Tasks drop-down menu.
  - c. Denial Letters
    - i. Click "Batch Print Denials" in the Employer Tasks drop-down menu.



Employer Tasks

Main Menu

Search For an Existing Application

Add a New Application

Search for a Conditional Certification

Batch Print Certifications

Batch Print Needs

Batch Print Denials

2. To search for the letters you want to print, type or select the desired search criteria. Click **Search**.
  - a. To return only documents you have not marked as "Printed" select the "Unprinted Only" check box.
  - b. The Form Version drop-down only displays for Batch Print Certifications. Only one certification form version can be printed at a time. Choose the form revision date of the form from the drop-down.

Status Change Date:  through  - OR -  Select a Date Range

☒ Unprinted Only
 Form Version

Print Selected Certifications Rev. June 2012

3. Review the search results. Select the check box in the Print Certification column for the letters you would like to print. To generate a PDF copy of all letters with the "Print Certification" box checked, click **Print Selected [Letter Type]**, where [Letter Type] is "Certifications," "Needs Letters," or "Denials."

Status Change Date:  through  - OR -  Select a Date Range

☒ Unprinted Only
 Form Version

Print Selected Certifications Rev. June 2012

Employee	Certification No.	Birthdate	Status Change Date	Start Date	Status	Print Date	Print Certification
Jacobsen, Kenneth R	2016-03-00003	01/14/1978	03/17/2016	02/22/2016	Approved		<input checked="" type="checkbox"/>

- a.
4. After you have printed hard copies of the letters from the PDFs, click **Mark these documents printed**. The next time you search for letters with the “Unprinted only” check box selected, your search results will not include these letters. To include these letters, uncheck the “Unprinted only” check box.

Once you have saved or printed your document(s) you can mark them as printed for this search page by selecting the button below.

Mark these documents printed

Employee	Certification No.	Birthdate	Status Change Date	Start Date	Status	Print Date	Print Certification
Jacobsen, Kenneth R	2016-03-00003	01/14/1978	03/17/2016	02/22/2016	Approved		<input checked="" type="checkbox"/>



# Chapter 8      Appendix – Batch Importing Applications

The WOTC Batch Import function is intended for employers and consultants who process a large volume of applications. It is only available upon request and requires your own IT staff for setup. If you would like to set up the Batch Import function, contact your WOTC representative.

## Creating Batch Files

Batch files must be comma-separated. When creating batch files, refer to the Batch Import Data Dictionary (WOTC\_DataDictionary.xls). It contains the list of data elements that can be imported into the system.

The batch import file requires a header row listing the data element names. The order of the header columns does not matter. However, the application column order must match the header column order exactly. Also, each application row must contain the same number of columns as the header row. The "string" data columns (columns containing alphanumeric text) should be delimited with double quotes unless there is no column value. Any data column without a value should be left blank. In the following example, the "MI" column has no value for ("Jane", "Smith") or ("James", "Smith").

Batch Import File example:

```
EmployerFEIN,ExternalIdentifier,FirstName,MI,LastName,Suffix,SSN,AppDOB,AddressLine1,City,CountyCode,StateID,
etc...
"201834271","TestExtID01","John","T","Smith","Jr.", "11111111",01/01/1970,"123 First
Street","Satanta","Haskell",17, ...
"201834271","TestExtID02","Jane",,"Smith",,"11111112",01/01/1970,"123 Second Street","Satanta","Haskell",17,
...
"201834271","TestExtID03","James",,"Smith","Sr.", "11111113",01/01/1970,"123 Third
Ave.", "Satanta","Haskell",17, ...
```

The following data elements are required in the batch import file:

Element Name	Element Description	Data Type	Data Size	Validation	Value Listing
ExternalIdentifier	Local identifier from originating system. This allows the two systems to link records for future concerns.	string	50	Required	
FirstName	First name of applicant.	string	30	Required.	
LastName	Last name of applicant.	string	50	Required.	
SSN	Social security number of applicant.	string	9	Required. Digits only without any formatting.	
EmployerFEIN	FEIN of submitting employer.	string	9	Required. Digits only without any formatting.	

EmployerID	ID of WOTC system employer record.	integer		Required.	See "EmployerID" in Batch Import Data Element Value List "Available Employers, POAs and Signators for user employer employer".
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The EmployerFEIN, EmployerID, POAID, and SignatorID must be in the list of "Available Employers, POAs and Signators for user..." in the "Batch Import Data Elements" page for the user performing the batch import. If the Employer is "Self-Representing" then the SignatorID should be blank.

## Importing Batch Files

1. After you have created your batch file, you may import it into the WOTC system. You must have a WOTC user account to import applications as a batch file. If you do not have an account, create one by following the instructions in Chapter 2 **Error! Reference source not found..**
2. Log into the WOTC system. If you're a consultant, navigate to the desired employer. On the Employer Menu page in the Employer Tasks area, click **Batch Import**.



3. The import file will contain many values specific to the WOTC system. To view an up-to- date listing of all of these values including your account values (EmployerID, POAID and SignatorID), click the "Show Data Elements" link.

**BATCH IMPORT**

**BATCH IMPORT**

 [Show Data Elements](#)

**Batch Import File:**  No file chosen

**Batch Import Notes:**

**BATCH IMPORT HISTORY**

* Import Date	Filename	Records
No batch import records.		

- Use the information provided on the Batch Import Data Elements page along with the WOTC Data Dictionary (see WOTC\_DataDictionary.xls) to create and populate the Batch Import File. Include either (a) actual WOTC values or, preferably, (b) actual WOTC values where the personally-identifiable information (e.g., SSN, Phone number, name, etc.) has been obscured or changed.

## BATCH IMPORT DATA ELEMENTS

Available Employers, POAs and Signators for user Austin Abbott (austin@employer.com)

EMPLOYERFEIN	EMPLOYERNAME	POANAME	SIGNATOR
000000000	Church's Chicken		

TargetGroupsID - Target Groups

VALUE ID	DESCRIPTION	ACTIVE
1	IV-A TANF Recipient_17 (A)	True
2	Veteran Receiving SNAP_17 (B(a))	True
3	Disabled Veteran_17 (B(b))	True

- On the batch import page, click the **Browse** button. Locate and select your batch import file on your computer. You may type a comment in the Batch Import Notes box. Click the **Batch Import** button. Your file is parsed and evaluated for errors. No application records have been imported into the system yet.

**BATCH IMPORT**

**BATCH IMPORT**

Batch Import File:  Browse...

Batch Import Notes:

Batch Import

**BATCH IMPORT HISTORY**

Import Date	Filename	Records
05/26/2016	c_sample - good.csv	4

6. Review the import status of each application. The application statuses are shown in the same order as they appear in the batch import file. The "No." column refers to the line number in the batch import file. The "Reference" column contains the "ExternalIdentifier" value. The "Details" column will show any errors or warnings that occurred for the application.
  - a. If the batch import file contains errors as shown below, the "Continue Batch Import" button will not display. Correct the errors in your original batch import file and upload the revised file. If you need assistance, contact your WOTC IT contact.

**BATCH IMPORT**

**IMPORT RESULTS**

Batch Import File: c\_sample.csv

Batch Import Notes:

No.	Reference	Import	Details
1	TestRec1	Yes	Error (1): You must select a County on the BSSO if you answered 'Yes' to Question 16.
2	TestRec2	Yes	Error (2): Please supply a name for question 14. Please supply a city for question 14. Please supply a state for question 14.
3	TestRec3	Yes	
4	TestRec4	No	Fatal Error (1): Duplicate SSN found; see record "TestRec3".

Cancel Batch Import

- b. If the batch import file does not contain any errors, you will see a "Continue Batch Import" button as shown below. To import all of the applications contained in the batch

file, click **Continue Batch Import**.

BATCH IMPORT

IMPORT RESULTS

Batch Import File: c\_sample - good.csv

Batch Import Notes:

Import	No Import	Number of Records	Details
4	0	4	

No.	Reference	Import	Details
1	TestRef1	Yes	
2	TestRef2	Yes	
3	TestRef3	Yes	
4	TestRef4	Yes	

Cancel Batch Import

Continue Batch Import

7. The imported applications will automatically be placed in the normal application workflow. A results page displays.

BATCH IMPORT

IMPORT RESULTS

Batch Import File: c\_sample - good.csv

Batch Import Notes:

4 applications were error-free and have been saved in 'Pending' status.

Import	No Import	Number of Records	Details
4	0	4	

No.	Reference	Import	Details
1	TestRef1	Yes	
2	TestRef2	Yes	
3	TestRef3	Yes	
4	TestRef4	Yes	

Clear Batch Import